

MEMORANDUM

Administrative Services

Town Clerk

Risk Management

Personnel

TO: Robert Rawls, Interim Town Administrator

FROM: Gail Reinfeld, CMC/AAE, Administrative Services Director

DATE: April 12, 1999

SUBJECT: Class Specifications

The attached resolution provides for a change of job title to the Code Compliance Supervisor and deletion of the class specification of Development Services Deputy Director in the Non-Represented Pay and Classification Plan.

Please let me know if you have any questions or would like additional information.

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, RETITLING THE CLASS SPECIFICATION FOR THE POSITION OF CODE COMPLIANCE SUPERVISOR TO CODE COMPLIANCE OFFICIAL AND DELETING THE CLASS SPECIFICATION OF DEVELOPMENT SERVICES DEPUTY DIRECTOR IN THE NON-REPRESENTED CLASSIFICATION PLAN.

WHEREAS, it is in the best interest of the Town of Davie to retitle the class specification of Code Compliance Supervisor to Code Compliance Official in the Non-Represented Classification Plan; and

WHEREAS, it is in the best interest of the Town of Davie to delete the class specification of Development Services Deputy Director in the Non-Represented Classification Plan; and

WHEREAS, the Non-Represented Classification Plan needs to be revised to reflect such changes; and

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The class specification of Code Compliance Supervisor is hereby retitled to Code Compliance Official in the Non-Represented Classification Plan as attached hereto as "Exhibit A".

SECTION 2. The class specification of Development Services Deputy Director is hereby deleted in the Non-Represented Classification Plan.

SECTION 3. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 1999.

MAYOR/COUNCILMEMBER

ATTEST:

TOWN CLERK

APPROVED THIS _____ DAY OF _____, 1999.

CLASS SPECIFICATION

CODE COMPLIANCE OFFICIAL

GENERAL STATEMENT OF JOB

Under limited supervision, performs supervisory, administrative and investigative work in the Code Compliance Division. Is responsible for supervising and participating in the conduct of inspections, investigations, and prosecution of violations of the Town of Davie Code and other codes and ordinances applicable to property within the Town. Reports to Director of Development Services.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Manages the operations and activities of the Code Compliance Division which includes planning, directing and appraising subordinate inspectors, prescribing work methods for field operations, implementing departmental directives and policies, and maintaining discipline and internal integrity.

Receives and answers questions and complaints from the public concerning the interpretation of and compliance with the various codes and ordinances; makes special field investigations as may be required.

Responds to complaints of code violations by initiating investigation process.

Maintains records and correspondence, including letters of violation and affidavits; performs research to prepare cases against violations.

Delivers or coordinates delivery of violation notices; contacts and coordinates witnesses appearances.

Coordinates case prosecution with the municipal prosecutor, inspectors and witnesses.

Reviews, processes and supervises the complaint process which includes preparing violation notice, affidavits, code board orders, fines and liens that are imposed.

Assists in updating the municipal code, including writing new codes when warranted.

Coordinates code compliance activity with departmental staff and other Town departments.

Compiles and processes periodic activity and budgetary reports.
Coordinates vehicle maintenance for divisional automobiles.

Resolves conflicts between inspectors and respondents.